Secretariat of the National Security and Intelligence Committee of Parliamentarians

2018–19

Departmental Plan

The Honourable Bardish Chagger
Leader of the Government in the House of Commons

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Chair's message

It is an honour and a privilege to have been named Chair of the National Security and Intelligence Committee of Parliamentarians (NSICOP). The Committee has a broad mandate and the necessary independence to review the full range of issues and activities related to Canada's national security and intelligence framework. In the course of its work, members will be given access to highly classified information and intelligence and will have the ability to critically examine the effectiveness and compliance of all federal departments or agencies involved in national security and intelligence. Canada now joins its Five-Eyes counterparts, all of whom have long-standing legislative bodies that review national security and intelligence matters.

The Prime Minister will receive an Annual Report from the Committee that will include completed reviews and activities, or any other special report that the Committee deems necessary. The Annual Report must be tabled in both Houses of Parliament.

The National Security and Intelligence Committee of Parliamentarians will count on the Executive Director of the Secretariat and team to provide members with expert advice and support in fulfilling its mandate.

All members of the Committee are committed to non-partisan and responsible scrutiny of national security and intelligence activities on behalf of all Canadians. I look forward to working with my colleagues from the House of Commons and Senate on this important new mandate.

The Honourable David J. McGuinty, M.P., P.C.
Chair
National Security and Intelligence Committee of Parliamentarians

Executive Director's message

I am pleased to submit the 2018-19 Departmental Plan for the Secretariat of the National Security and Intelligence Committee of Parliamentarians.

In the year ahead, I look forward to supporting the work of the Committee and seeing the Secretariat operate at full complement, once the construction of its facilities has been completed. My staff and I will assist the Committee in contributing to the overall accountability framework for national security and intelligence activities in Canada. The Secretariat will also be engaged in developing the appropriate tools and processes for the Committee to conduct reviews, access classified information, ensure compliance with security requirements, and produce the first Annual Report by the end of this calendar year.

In the pages that follow, you will learn more about how the Secretariat of the National Security and Intelligence Committee of Parliamentarians plans to contribute to raising understanding of Canada's national security and intelligence machinery.

Rennie Marcoux
Executive Director

Plans at a glance

The National Security and Intelligence Committee of Parliamentarians represents the newest addition to Canada's security and intelligence review apparatus. The Committee has been given the broad mandate to review the legislative, regulatory, policy, administrative, and financial framework for national security and intelligence. It may also review any activity carried out by a department or agency that relates to national security or intelligence, as well as any matter relating to national security or intelligence referred to it by a minister of the Crown. The Committee is composed of eight Members of the House of Commons and three Senators, each of whom has been granted a Top Secret security clearance to fulfill their responsibilities.

Each year, the Committee will be required to submit a report of the reviews it conducted during the preceding year to the Prime Minister. The Committee may also produce special reports on any matter related to its mandate. The Prime Minister will table the Annual Report before both Houses of Parliament.

The mandate of the Committee is designed to complement those of other review bodies to strengthen accountability for Canada's national security and intelligence activities, thereby enhancing Parliamentary and public understanding and trust of those activities.

In this first year of operation, the Secretariat will focus its efforts on supporting members of the Committee to build their understanding of the various components and activities of the security and intelligence community. The Secretariat will also be engaged in developing the appropriate tools and processes to conduct reviews, based on access to highly classified information, and produce its first Annual Report within the first year of its establishment.

For more information on the Secretariat of the National Security and Intelligence Committee of Parliamentarians' plans, priorities and expected results, see the "Planned results" section of this report.

Planned results: what we want to achieve this year and beyond

Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate

Description

The Secretariat's core responsibility consists of a range of activities to ensure the National Security and Intelligence Committee of Parliamentarians receives timely access to relevant, classified information, as well as strategic and expert advice in the conduct of reviews and development of reports and support to ensure compliance with security requirements.

Planning highlights

As its overarching result, the Secretariat will directly contribute to enhancing Parliamentary scrutiny over national security and intelligence activities. In support of this outcome, the Secretariat will focus efforts in 2018-19 on creating tools and processes and building capacity to assist the Committee in fulfilling its mandate. These activities will include:

- Developing and implementing a familiarization program for Committee members;
- Developing procedures to support the conduct of Committee duties and functions;
- Developing a work plan for reviews to be conducted during the calendar year based on Committee direction;
- Conducting research and analysis to support reviews and providing strategic advice to the Committee; and
- Developing information sharing protocols with key federal departments and agencies and with review bodies to ensure timely access to relevant information and appropriate protections of classified information.

With a broad mandate, access to classified information, and the independence to set its own agenda, the Committee will strengthen Parliamentary scrutiny while enhancing democratic accountability of national security and intelligence matters. While much of the Committee's work will of necessity be conducted in secret, it will produce an annual public report of its review activities, findings, and recommendations. As such, the work of the Secretariat to assist the Committee in ensuring that Canada's national security and intelligence institutions are effective and accountable, and that they maintain the confidence of Parliament and Canadians.

Planned results

The Secretariat's Departmental Results Framework, with accompanying results and indicators, is under development. Additional information on key performance measures will be included in the 2019-20 Departmental Plan.

Budgetary financial resources (dollars)

2018–19 Main Estimates	2018–19 Planned spending	2019–20 Planned spending	2020–21 Planned spending
2,149,549	2,149,549	2,109,624	2,152,549

Human resources (full-time equivalents)

2018–19 Planned full-time equivalents	2019–20 Planned full-time equivalents	2020–21 Planned full-time equivalents
9.0	9.0	9.0

Financial, human resources and performance information for the Secretariat of the National Security and Intelligence Committee of Parliamentarians' Program Inventory is available in the GC InfoBase.[i]

Internal Services

Description

Internal Services are those groups of related activities and resources that the federal government considers to be services in support of programs and/or required to meet corporate obligations of an organization. Internal Services refers to the activities and resources of the 10 distinct service categories that support Program delivery in the organization, regardless of the Internal Services delivery model in a department. The 10 service categories are: Management and Oversight Services; Communications Services; Legal Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; and Acquisition Services.

Budgetary financial resources (dollars)

2018–19 Main Estimates	2018–19 Planned spending	2019–20 Planned spending	2020–21 Planned spending
1,344,279	1,344,279	1,360,780	1,377,610

Human resources (full-time equivalents)

2018–19 Planned full-time equivalents	2019–20 Planned full-time equivalents	2020–21 Planned full-time equivalents
1.0	1.0	1.0

Planning highlights

During the inaugural year of its operations, the Secretariat will focus on obtaining permanent facilities and filling all vacant positions. With respect to accommodations, the Secretariat is working with representatives from the Privy Council Office and Public Services and Procurement Canada to renovate an appropriate facility that is built and secured according to Top Secret requirements. With respect to human resources, the Secretariat will recruit and hire a diverse group of employees to ensure it has the appropriate mix of leadership, organizational, research, and analytical skills to fulfill its responsibilities. Such a breadth of experience and competencies will provide the Committee with high quality, non-partisan advice and support.

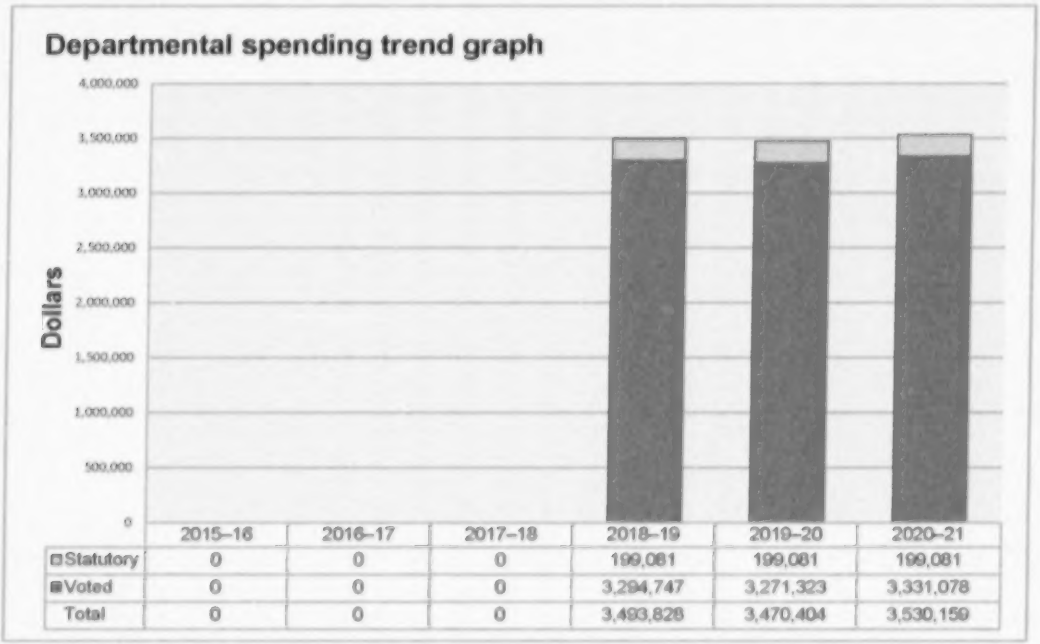
The Secretariat will also ensure that it is equipped with the necessary Information Management/Information Technology (IM/IT) equipment and systems to perform its work. In support of these endeavours, the Secretariat will work with the Privy Council Office and the Communications Security Establishment to provide secure communications and networks for

employees and Committee members. The effective implementation of security protocols will be of paramount importance to sustain the work of the Committee.

Spending and human resources

Planned spending

Departmental spending trend graph



	2015–16	2016–17	2017–18	2018–19	2019–20	2020–21
Statutory	0	0	0	199,081	199,081	199,081
Voted	0	0	0	3,294,747	3,271,323	3,331,078
Total	0	0	0	3,493,828	3,470,404	3,530,159

Budgetary planning summary for the Core Responsibility and Internal Services (dollars)

Core Responsibilities and Internal Services	2015–16 Expenditures	2016–17 Expenditures	2017–18 Forecast spending	2018–19 Main Estimates	2018–19 Planned spending	2019–20 Planned spending	2020–21 Planned spending
Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate	0	0		2,149,549	2,149,549	2,109,624	2,152,549
Subtotal	**0**	**0**		**2,149,549**	**2,149,549**	**2,109.624**	**2,152,549**
Internal Services	0	0		1,344,279	1,344,279	1,360,780	1,377,610
Total	**0**	**0**		**3,493,828**	**3,493,828**	**3,470,404**	**3,530,159**

As a new organization, the Secretariat will focus on ramping up operations to support planned activities. Spending remains relatively stable from 2018-19 to 2020-21, with slight increases projected due to the growth of the Secretariat, including the staffing of positions and relocation to permanent accommodations.

Planned human resources

Human resources planning summary for the Core Responsibility and Internal Services (full-time equivalents)

Core Responsibility and Internal Services	2015–16 Actual	2016–17 Actual	2017–18 Forecast	2018–19 Planned	2019–20 Planned	2020–21 Planned
Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate	0.0	0.0	1.0	9.0	9.0	9.0
Subtotal	**0.0**	**0.0**	**1.0**	**9.0**	**9.0**	**9.0**
Internal Services	0.0	0.0	1.0	1.0	1.0	1.0
Total	**0.0**	**0.0**	**2.0**	**10.0**	**10.0**	**10.0**

The Secretariat is forecast to grow to its full complement of ten full-time employees by the end of the 2018-19 fiscal year. Staffing processes will be undertaken to hire employees with a broad range of qualifications to support the mandate of the Secretariat and the Committee. Human resource requirements are expected to be stable into the 2020-21 fiscal year.

Estimates by vote

For information on the Secretariat of the National Security and Intelligence Committee of Parliamentarians' organizational appropriations, consult the 2018–19 Main Estimates.[ii]

Future-Oriented Condensed Statement of Operations

The Future-Oriented Condensed Statement of Operations provides a general overview of the Secretariat of the National Security and Intelligence Committee of Parliamentarians' operations. The forecast of financial information on expenses and revenues is prepared on an accrual accounting basis to strengthen accountability and to improve transparency and financial management.

Because the Future-Oriented Condensed Statement of Operations is prepared on an accrual accounting basis, and the forecast and planned spending amounts presented in other sections of the Departmental Plan are prepared on an expenditure basis, amounts may differ.

A more detailed Future-Oriented Statement of Operations and associated notes, including a reconciliation of the net cost of operations to the requested authorities, will eventually be made available on the Secretariat of the National Security and Intelligence Committee of Parliamentarians' website[iii].

Future-Oriented Condensed Statement of Operations for the year ended March 31, 2019 (dollars)

Financial information	2017–18 Forecast results	2018–19 Planned results	Difference (2018–19 Planned results minus 2017–18 Forecast results)
Total expenses	1,087,233	3,299,790	2,212,557
Total revenues	1,087,233	3,299,790	2,212,557
Net cost of operations before government funding and transfers	1,087,233	3,299,790	2,212,557

The net cost of operations before government funding and transfers for 2018–19 planned results is expected to increase by $2,212,557 when compared to the net cost of operations before government funding and transfers for 2017–18 forecast results. This increase is mostly due to the fact that the Secretariat will become fully operational during the 2018-19 fiscal year.

Supplementary information

Corporate information

Organizational profile

Appropriate minister: The Honourable Bardish Chagger, Leader of the Government in the House of Commons

Institutional head: Rennie Marcoux

Ministerial portfolio: Privy Council Office

Enabling instrument: National Security and Intelligence Committee of Parliamentarians Act[iv]

Year of incorporation / commencement: 2017

Raison d'être, mandate and role

"Raison d'être, mandate and role: who we are and what we do" will be made available on the on the website of the Secretariat of the National Security and Intelligence Committee of Parliamentarians[v].

Operating context and key risks

Information on operating context and key risks will be made available on the website of the Secretariat of the National Security and Intelligence Committee of Parliamentarians[vi].

Reporting framework

The Secretariat of the National Security and Intelligence Committee of Parliamentarians' Departmental Results Framework and Program Inventory of record for 2018–19 are shown below:

<table>
<tr><td rowspan="2">Departmental Results Framework</td><td>Core Responsibility: Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate</td><td rowspan="2">Internal Services</td></tr>
<tr><td>The Secretariat's core responsibility consists of a range of activities to ensure the National Security and Intelligence Committee of Parliamentarians receives timely access to relevant information, strategic and expert advice in the conduct of reviews and development of reports and support to ensure compliance with security requirements. Results and indicators are under development.</td></tr>
<tr><td>Program Inventory</td><td>Program: Reviews</td><td></td></tr>
</table>

Concordance between the Departmental Results Framework and the Program Inventory, 2018–19, and the Program Alignment Architecture, 2017–18

As the Secretariat was created in 2017-18, no Program Alignment Architecture ever existed for reporting purposes. A Departmental Results Framework and accompanying Program Inventory is under development, to be completed by the 2019-20 fiscal year.

Supporting information on the Program Inventory

Supporting information on planned expenditures and human resources related to the Secretariat of the National Security and Intelligence Committee of Parliamentarians' Program Inventory is available in the GC InfoBase.[vii]

Supplementary information tables

The following supplementary information tables will be made available on the website of the Secretariat of the National Security and Intelligence Committee of Parliamentarians[viii]:

- Departmental Sustainable Development Strategy
- Gender-based analysis plus

Federal tax expenditures

The tax system can be used to achieve public policy objectives through the application of special measures such as low tax rates, exemptions, deductions, deferrals and credits. The Department of Finance Canada publishes cost estimates and projections for these measures each year in the Report on Federal Tax Expenditures.[ix] This report also provides detailed background information on tax expenditures, including descriptions, objectives, historical information and references to related federal spending programs. The tax measures presented in this report are the responsibility of the Minister of Finance.

Organizational contact information

Secretariat of the National Security and Intelligence Committee of Parliamentarians
P.O. Box 8015, Station "T"
Ottawa, Ontario
K1G 5A6

Appendix: definitions

appropriation (crédit)

Any authority of Parliament to pay money out of the Consolidated Revenue Fund.

budgetary expenditures (dépenses budgétaires)

Operating and capital expenditures; transfer payments to other levels of government, organizations or individuals; and payments to Crown corporations.

Core Responsibility (responsabilité essentielle)

An enduring function or role performed by a department. The intentions of the department with respect to a Core Responsibility are reflected in one or more related Departmental Results that the department seeks to contribute to or influence.

Departmental Plan (plan ministériel)

A report on the plans and expected performance of appropriated departments over a three-year period. Departmental Plans are tabled in Parliament each spring.

Departmental Result (résultat ministériel)

Any change or changes that the department seeks to influence. A Departmental Result is often outside departments' immediate control, but it should be influenced by Program-level outcomes.

Departmental Result Indicator (indicateur de résultat ministériel)

A factor or variable that provides a valid and reliable means to measure or describe progress on a Departmental Result.

Departmental Results Framework (cadre ministériel des résultats)

The department's Core Responsibilities, Departmental Results and Departmental Result Indicators.

Departmental Results Report (rapport sur les résultats ministériels)

A report on the actual accomplishments against the plans, priorities and expected results set out in the corresponding Departmental Plan.

experimentation (expérimentation)

Activities that seek to explore, test and compare the effects and impacts of policies, interventions and approaches, to inform evidence-based decision-making, by learning what works and what does not.

full-time equivalent (équivalent temps plein)

A measure of the extent to which an employee represents a full person-year charge against a departmental budget. Full-time equivalents are calculated as a ratio of assigned hours of work to scheduled hours of work. Scheduled hours of work are set out in collective agreements.

gender-based analysis plus (GBA+) (analyse comparative entre les sexes plus [ACS+])

An analytical process used to help identify the potential impacts of policies, Programs and services on diverse groups of women, men and gender-diverse people. The "plus" acknowledges that GBA goes beyond sex and gender differences to consider multiple identity factors that intersect to make people who they are (such as race, ethnicity, religion, age, and mental or physical disability).

government-wide priorities (priorités pangouvernementales)

For the purpose of the 2018–19 Departmental Plan, government-wide priorities refers to those high-level themes outlining the government's agenda in the 2015 Speech from the Throne, namely: Growth for the Middle Class; Open and Transparent Government; A Clean Environment and a Strong Economy; Diversity is Canada's Strength; and Security and Opportunity.

horizontal initiative (initiative horizontale)

An initiative in which two or more federal organizations, through an approved funding agreement, work toward achieving clearly defined shared outcomes, and which has been designated (by Cabinet, a central agency, etc.) as a horizontal initiative for managing and reporting purposes.

non-budgetary expenditures (dépenses non budgétaires)

Net outlays and receipts related to loans, investments and advances, which change the composition of the financial assets of the Government of Canada.

performance (rendement)

What an organization did with its resources to achieve its results, how well those results compare to what the organization intended to achieve, and how well lessons learned have been identified.

performance indicator (indicateur de rendement)

A qualitative or quantitative means of measuring an output or outcome, with the intention of gauging the performance of an organization, program, policy or initiative respecting expected results.

performance reporting (production de rapports sur le rendement)
The process of communicating evidence-based performance information. Performance reporting supports decision making, accountability and transparency.

planned spending (dépenses prévues)
For Departmental Plans and Departmental Results Reports, planned spending refers to those amounts presented in the Main Estimates.

A department is expected to be aware of the authorities that it has sought and received. The determination of planned spending is a departmental responsibility, and departments must be able to defend the expenditure and accrual numbers presented in their Departmental Plans and Departmental Results Reports.

plan (plan)
The articulation of strategic choices, which provides information on how an organization intends to achieve its priorities and associated results. Generally a plan will explain the logic behind the strategies chosen and tend to focus on actions that lead up to the expected result.

priority (priorité)
A plan or project that an organization has chosen to focus and report on during the planning period. Priorities represent the things that are most important or what must be done first to support the achievement of the desired Departmental Results.

Program (programme)
Individual or groups of services, activities or combinations thereof that are managed together within the department and focus on a specific set of outputs, outcomes or service levels.

Program Alignment Architecture (architecture d'alignement des programmes)[x]
A structured inventory of an organization's programs depicting the hierarchical relationship between programs and the Strategic Outcome(s) to which they contribute.

result (résultat)
An external consequence attributed, in part, to an organization, policy, program or initiative. Results are not within the control of a single organization, policy, program or initiative; instead they are within the area of the organization's influence.

statutory expenditures (dépenses législatives)
Expenditures that Parliament has approved through legislation other than appropriation acts. The legislation sets out the purpose of the expenditures and the terms and conditions under which they may be made.

Strategic Outcome (résultat stratégique)

A long-term and enduring benefit to Canadians that is linked to the organization's mandate, vision and core functions.

sunset program (programme temporisé)

A time-limited program that does not have an ongoing funding and policy authority. When the program is set to expire, a decision must be made whether to continue the program. In the case of a renewal, the decision specifies the scope, funding level and duration.

target (cible)

A measurable performance or success level that an organization, Program or initiative plans to achieve within a specified time period. Targets can be either quantitative or qualitative.

voted expenditures (dépenses votées)

Expenditures that Parliament approves annually through an Appropriation Act. The Vote wording becomes the governing conditions under which these expenditures may be made.

Endnotes

[i] **GC InfoBase**, https://www.tbs-sct.gc.ca/ems-sgd/edb-bdd/index-eng.html#start
[ii] **2017–18 Main Estimates**, https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/government-expenditure-plan-main-estimates.html
[iii] **Information will be made available on the website of the Secretariat of the National Security and Intelligence Committee of Parliamentarians** (http://www.canada.ca/en/national-security-intelligence-committee-parliamentarians/services/reports/departmental-plan/2018-2019.html).
[iv] **National Security and Intelligence Committee of Parliamentarians Act**, http://laws-lois.justice.gc.ca/eng/acts/N-16.6/page-1.html
[v] **Secretariat of the National Security and Intelligence Committee of Parliamentarians website**, http://www.canada.ca/en/national-security-intelligence-committee-parliamentarians/services/reports/departmental-plan/2018-2019.html
[vi] **Secretariat of the National Security and Intelligence Committee of Parliamentarians website**, http://www.canada.ca/en/national-security-intelligence-committee-parliamentarians/services/reports/departmental-plan/2018-2019.html
[vii] **GC InfoBase**, https://www.tbs-sct.gc.ca/ems-sgd/edb-bdd/index-eng.html#start
[viii] **Secretariat of the National Security and Intelligence Committee of Parliamentarians website**, http://www.canada.ca/en/national-security-intelligence-committee-parliamentarians/services/reports/departmental-plan/2018-2019.html
[ix] **Report on Federal Tax Expenditures**, http://www.fin.gc.ca/purl/taxexp-eng.asp
[x] **Under the Policy on Results, the Program Alignment Architecture has been replaced by the Program Inventory.**